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Office Memorandum • UNITED STATES GOVERNMENT

TO : MEMBERS OF OFFICE OF GENERAL COUNSEL

DATE: 14 June 1951

FROM : General Counsel

SUBJECT: Saturday Coverage

1. The Director has announced that office coverage on Saturday will be maintained for the full eight hours (8:30 - 5:00 p.m.), but that it will be provided by a staff adequate for the needs of any one Saturday. Thus it will no longer be necessary for each person to put in four hours work on Saturday.

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2. There will at all times be a minimum of one lawyer and one clerical assistant in the South Building. This coverage will be in accordance with a duty roster. If, in addition, any member of the staff has work which he or she feels should be done on Saturday, notification will be given to [redacted] as soon as possible and that person may relieve the person assigned by the duty roster.

3. We will try to keep it as flexible and easy on the individuals as possible, but all concerned must give thought to what coverage is needed and particularly to the needs of operational offices who may be faced with the need for weekend legal assistance. This means that while South Building will always be covered, the "I" Building office should be particularly sensitive to the needs of the operational offices and consult with me if there is any doubt as to whether that office should be staffed on Saturday or not.

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[redacted]
LAWRENCE R. HOUSTONSTAT
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